	Control of the second	
REQUESTABRICAGE SALRE GRASS AN AGENCE	DP70-00211R00	0100290018-9
FROM O&M SERVICE	HI MODIO PRIOR	TYPE_OF PROJECT Survey System
		Specific Problem
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUEST
ELEMENTS OF PROJECT		
(1) Organization (3) Procedures (2) Staffing (4) Reporting	(5) Work Measurer	, , , o) o com a cquipm
Survey of Cable Distribution, Logging,	Reference and C	opy Retention Requirement
BRIEF DESCRIPTION OF PROJECT	1	
· ·		,
Conduct an Agency-wide survey or reference and copy retention reactions regarding:	equirements in o	rder to recommend
storing of unnecessary copi	on, distribution	, logging and
b. Simplifying and standardizi	ng logging proce	edures; and
c. Establishing the reference what and where pies of ca	requirements and ables should be r	d determining how, retained.
CONCURRENCE:		
918%		
Cable Secretary		
FOR USE OF REQUESTING OFFICE	FOR: U	SE OF OAM SERVICE
IMING CONSIDERATION (Starting date desired & condi- ion of urgency, if any)	NAME OF ANALYST DEV	
	ESTIMATED MAN DAYS Analyst	REQUIRED Total
	STARTING DATE APPROV	ED TARGET DATE
AME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT	OFFICER
	MANAGEMENT BOARD APP	ROVAL
THER APPROVAL, IF REQUIRED Approved For Release: CIA-R	DATE OF MANAGEMENT B	OARD ACTION 018-9

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REQUEST OR PROPOSAL FOR MANAGEMEN	270-00211R000100290018-9		
	TYPE OF PROJECT		
FROM O&M SERVICE	Survey Sys	tem	
	Specific Problem		
ODCANI TATIONAL COMPONENT COMPONENT COMPONENT			
ORGANIZATIONAL COMPONENT REQUESTING SERVICES	DATE OF REQUEST		
ELEMENTS OF PROJECT			
(1) Organization (3) Procedures (2) Staffing (4) Reporting	(5) Work Measurement (7) System & Equilibrium (6) Records & Files (8) Staff Study	ipment	
TITLE OF PROJECT			
Survey of Cable Distribution, Logging, R	eference and Copy Retention Requirement	ents	
BRIEF DESCRIPTION OF PROJECT			
4 1 1 1 1 1 1 1 1 1 1			
Conduct an Agency-wide survey of			
reference and copy retention req	luirements in order to recommend		
actions regarding:			
m 179 dand mak danar diban manana iki ak dan	district an law and		
 a. Eliminating the reproduction storing of unnecessary copie 			
b. Simplifying and standardisis	ng logging procedures; and		
c. Establishing the reference r	requirements and determining how.		
what and where copies of cab			
1 1			
CONCURRENCE:			
OALLA ATTITUTE \$			
Cable Secretary			
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FAD HEE AS DEAUTOTING ASSIAS	END HEE OF ALM SERVICE		
FOR USE OF REQUESTING OFFICE	FOR USE OF OAM SERVICE		
TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)	NAME OF ANALYST DEVELOPING PROJECT		
	ESTIMATED MAN DAVE DECHIDED		
	ESTIMATED MAN DAYS REQUIRED Analyst Clerical Total		
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	STARTING DATE APPROVED TARGET DATE		
NAME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT OFFICER		
	HANAGENERIT, DOADO ARROOVAL		
	MANAGEMENT BOARD APPROVAL		
OTHER APPROVAL, IF REQUIRED Approved For Release: CIA-RDF	DATE OF MANAGEMENT BOARD ACTION 70-00211R000100290018-9		

FORM NO. 30-27 APR 1953